PUBLICITY.

STATEMENT No. 4.

C E N S U S

of the

COMMONWEALTH OF AUSTRALIA.

(A) INTRODUCTORY.

1. A Census will be taken of all persons in the Commonwealth on the night between Thursday, 29th June, and Friday, 30th June, 1933.

2. By this time a Householder's Schedule will have been left at each dwelling by Collectors appointed for the purpose. It will be seen that the Householder's Schedule provides for particulars of the dwelling and also of each occupant of the dwelling on the night between 29th and 30th June.

3. In addition, Personal Slips will have been supplied to the householder for issue to those persons who object to particulars regarding themselves being entered on the Householder's Schedule.

4. Persons on board a vessel in an Australian port, or travelling between any Australian ports, on Census night must furnish a completed Census form to the master of the vessel.

5. Every person travelling on the railway throughout Census night, and who is not counted elsewhere, must furnish a completed Census form to the Census Collector on the train.

6. Persons travelling, or camping out, on Census night who do not return to a dwelling or ship on Census day, Friday the 30th June, and are not counted elsewhere, must apply immediately to the nearest Post Office or Police Station.

7. For several days approximately 11,000 Collectors have been busily engaged on the tremendous task of distributing Census forms to every dwelling throughout the length and breadth of Australia. Any person who has not received the necessary Census form on Thursday the 29th June must report at once to the nearest Post Office or Police Station.

(B) INSTRUCTIONS FOR FILLING IN THE HOUSEHOLDER'S SCHEDULE AND PERSONAL SLIP.

8. As householders should now be in possession of a Householder's Schedule it is an opportune moment to make further comment which may be of assistance when filling-in the required particulars on the Census forms.

9. Before writing on the Schedule or Personal Slip read carefully all the instructions printed on the back of the form.

10. An example of a filled-in Schedule is printed on the back of the Schedule in such a position that, when it is folded in, the completed answer appears opposite each respective question on the Schedule and, consequently, it can be referred to easily for guidance when the reply to each question is being written on the form. This example should be read carefully before any particulars are entered on the Schedule.

11. The Collector will assist the householder, when required, in completing the forms. It is the collector's duty to help those who are unable personally to fill in the Schedule or personal slip and the collector may fill in any part, or, if necessary all the particulars for such persons. The informant, however, must in each case personally sign his or her name, or attach his or her mark on the Schedule or Personal Slip, as a guarantee that the particulars are authentic.

/12. If any

12. If any of the Census forms left at a dwelling by a Collector have been lost or defaced, application must be made to the Collector for others to be substituted for them.

13. Every person is required to furnish, to the best of his or her knowledge and belief, the particulars asked for on the Census forms, which must be completed and ready for delivery to the Collector on Friday, 30th June, 1933. On or after which date a Collector will call for the completed returns.

14. All entries made on the Census forms must be made in ink. Indelible or other pencil must not be used. The entries should be written as neatly as possible within each column, using one column only for each person.

15. In case of a correction having to be made on the Census forms, the incorrect information must be carefully crossed out, not erased.

16. Having studied the instructions and example carefully, you will then proceed to fill in the required particulars concerning each person who passed the night between Thursday, 29th June and Friday, 30th June, in the dwelling to which the Schedule relates.

17. Each question should be read carefully. It will be observed that instructions have been included in each question showing the manner in which it is desired theanswers should be written. In some questions symbols are to be used to save space, and in order to obtain uniformity in replies.

18. In reply to Question 1, Name; that of the head of the household, if present, should be written in the first column. Reference to the example will show that the name of the head of the household was "William J. Smith." Underline the Surname in the same manner as shown in the example. Then write the names of the others in order for wife, children, relatives etc..

19. On the next line Question 2 write "M" for Male, and "F" for female in accordance with the example and instructions.

20. In reply to Question 3 it will be seen from the example that the Smith family consisted of the Head of the household, his wife, two sons, daughter, brother and domestic servant. Write your replies to this question in a similar manner in the correct column under each name.

21. It will be observed in reply to Question 4 in the example that the head of the household had one dependent child under 16 years of age and his brother living with him had two dependent children under 16 years. Insert similar particulars concerning the dependent children under age 16 of each inmate of your dwelling, whether the children are living in the same house or not.

22. Question 5, age, should be answered in the manner shown in the example.

23. Similarly, it will be seen in reply to Question 6 (i) Marriage that the example shows "M" (Married) for the head of the household and his wife, "N.M." (never married) for his two sons, his daughter and the domestic servant; and "W" (widower) for his brother residing with him.

24. The same procedure should be followed for all the remaining questions, viz.,:- first read the question and then the reply shown in the example before writing in your replies.

25. Having completed one column of the Schedule for each person who spent the night between Thursday 29th June, and Friday 30th June in the dwelling, the questions on the right-hand side of the Schedule should be studied.

26. Firstly, the total number of males and females in the dwelling should be entered in the space provided for the purpose. These totals

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must agree with the number of males and females for whom particulars have been entered in the columns on the Schedule.

27. The six questions concerning the dwelling should then be answered. Upon reference to the example it will be seen that the reply given to Question 1 was that the dwelling was a "Private House;" in response to Question No. 2 particulars were given that the walls were built of "Brick," Question No. 3 the number of rooms were stated to be 7; in reply to Question No. 4 the information was supplied that one person slept-out through the year on the verandah; Question No. 5 the occupant was a tenant, and Question No. 6 the weekly rent paid for the unfurnished house was shown as 25/- per week.

28. It should, therefore, be possible after having read this example to insert the particulars required concerning your dwelling.

29. The Occupier or person in charge of the dwelling must sign his name at the foot of the Schedule and write his Postal Address in the space provided for the purpose.

30. In cases where some person objects to having his or her particulars entered on the Householder's Schedule, that person is required to fill in a separate Personal Slip which must be handed, in an envelope, to the head of the household or manager of the establishment for delivery with the Schedule to the Collector. Envelopes will be provided for the purpose, and definite instructions are printed on the Envelopes that they must not be opened, and will be called for by the Collector. Personal Slips and Envelopes may be obtained from the person in charge of the dwelling or from the Collector and should be filled in, in the manner described above for the Householder's Schedule. Envelopes are not required for the Householders' Schedules.

31. Information given on a Census form is strictly confidential, and is used only for statistical purposes. A collector or occupier of a dwelling disclosing any particulars is liable to a penalty of £50.

32. The householder or person in charge of the dwelling must answer the questions which they Collector asks for Census purposes. There is a penalty of £10 for not answering, and a penalty of £50 not knowingly making an untrue statement, either to the Collector or on a Census form.

33. All the preliminary organization for the Census has been completed and it now remains for the people of Australia to do their part in order to make the Census successful. The intelligence, co-operation and good will of the people enumerated on the one hand, and of the actual collectors of the returns on the other, are links in the chain upon which the success of the Census largely depends.

34. Owing to the national character of the Census, and its importance to the Governments and the people, it is confidently expected that all will endeavour to make it successful by giving full and accurate information.

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